

Course Number	Course Title	Course Description	Facilitator	Duration	Target Audience	Key Benefits
002156	PS eRecruit for Recruiters 8.9	Attendees learn technical procedures for posting job vacancies, managing the responding applicant pool, coordinating the interview process, and preparing candidates for hire.	SPD Training Staff	2 Days (6 hours per day)	Agency HR Recruitment Staff	Participants will be able to: <ul style="list-style-type: none"> • Post Job Requisitions; • Screen Applicants; • Route qualified applicants to Agency Hiring Managers; • Coordinate Applicant Interviews; • Prepare internal and external applicants for hire.
002157	PS Workforce Administration 8.9	This one-day course covers all HR employee actions excluding benefits. Attendees learn how to enter employee job information and personal information recorded on the Personal Payroll Action Form (PPAF)	SPD Training Staff	1 Day (6.5 hours)	Agency personnel responsible for the data entry of Personal Payroll Action Forms (PPAF)	Participants will be able to: <ul style="list-style-type: none"> • Hire new employees; • Enter employee actions (i.e. leaves of absence, promotions, demotions, etc).
002158	PS Benefits Administration 8.9	Benefits Administration covers all tasks associated with benefit event maintenance. Content includes processing various types of qualifying events that require benefit changes or additions. This course stresses the difference between daily event maintenance and open enrollment procedures. Required benefit reports are also covered in this training session.	SPD Training Staff	1 Day (6 hours)	Agency personnel responsible for the administration of employee benefit programs	Participants will be able to: <ul style="list-style-type: none"> • Enroll employees in the State of Indiana benefit programs; • Run reports to assist in pinpointing data entry errors.

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002159	PS eRecruit for Hiring Managers 8.9	Attendees learn technical procedures for submitting job posting requests, selecting candidates to interview, and entering interview evaluations.	SPD Training Staff	1 Day (6 hours)	Agency Hiring Managers & Supervisors requesting to fill staff vacancies	Participants will be able to: <ul style="list-style-type: none"> • Initiate job posting requests for vacant positions; • Select qualified applicants to interview; • Record interview schedules and evaluations.
002187	PS Enterprise Learning 8.9	Attendees learn how to set up training sessions, enroll employees, and track employee training attendance. Trainers also learn how to assess their training needs by keeping track of course evaluations, materials, content, facility, and instructor information.	SPD Training Staff	1 Day (6 hours)	Personnel responsible for the administration of agency training	Participants will be able to: <ul style="list-style-type: none"> • Set up training sessions; • Enroll attendees in sessions; • Print class sign-in sheets; • Track materials, facility, and instructor information.
002188	PS HR Query 8.9	An introduction to creating on-line queries in PeopleSoft, this class teaches users how to open and run existing queries, select records, and develop new queries customized to fit the format and output needs of their agency.	SPD Training Staff	Half Day (3 hours)	Agency personnel responsible for data collection or the submission of HR reports should attend this session. Prerequisites: 002156, 002157, 002158, or 002159	Participants will be able to: <ul style="list-style-type: none"> • Utilize existing queries to produce customized reports; • Develop new queries.

Logistical Information: All classes begin at 9am; half-day sessions end at 12 (Noon) whereas full day sessions end at 4pm (unless otherwise stated on the training schedule).

Registration Information: **Employees requesting training must do so through their HR Department or Division for security clearance approval.** ATCP's (Agency Training Contact Person) should utilize PeopleSoft to register participants with approval from their agency's HR Department. Agency personnel without an ATCP may also contact Barbara Knott (bknott@spd.in.gov), Kathy Hicks (kahicks@spd.in.gov), or Lisa Tabor (ltabor@spd.in.gov) to register for a training session.

Training Information: Training participants are responsible for printing and bringing a copy of the course training manual with them to class. Manuals may be printed from the Training website:
<http://www.in.gov/jobs/training/pstrain.html>